

REQUEST FOR PROPOSAL

Statewide Environmental Document & Related Services

Virginia Department of Transportation

VDOT

GENERAL:

The Environmental Division of the Virginia Department of Transportation (VDOT) is seeking expressions of interest from consulting firms to provide services related to the preparation of environmental documents to satisfy the National Environmental Policy Act (NEPA) and related studies for transportation projects on an as needed basis throughout the state. Services for individual components of these documents may require expertise in air and noise impact analysis and abatement; and natural, social, and cultural resources; and hazardous materials management. Public participation, traffic analysis and preliminary engineering also may be required. The Department may extend the contract for up to two optional one-year renewable terms.

The total maximum compensation will be \$2,000,000 per term.

All work within this contract will be developed using the Department's policies and procedures and the Federal Highway Administration's (FHWA) guidelines. This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Department to do so.

SCOPE:

The scope of work will consist of, but not be limited to the following:

- Preparation of all levels of environmental documentation – Categorical Exclusions, Environmental Assessments, Environmental Impact Statements, and Reevaluations. All documents will be produced in accordance with 23 CFR 771 as amended and Council on Environmental Quality (CEQ) regulations for implementing NEPA, 40 CFR 1500-1508.
- Preparation of all necessary technical reports, appendices, meeting minutes, and memoranda as required to achieve project clearance;
- Coordination with state and federal agencies, localities, Metropolitan Planning Organizations, Planning District Commissions, and transit operators;
- Participation in public involvement programs and the public hearing process;
- Permit determinations using standard VDOT documentation;
- Wetland delineation and mitigation services as needed;
- Threatened and Endangered Species studies as needed;
- Preparation of all necessary permit applications and subsequent presentation at Interagency Coordination Meetings;
- Cultural Resource services including Section 106 coordination as needed;
- Performance of hazardous materials investigations as needed;

- Preparation of air and noise impact analysis and abatement as needed;
- Preliminary engineering, traffic analyses, and transportation planning services as needed; and
- Other services as agreed upon by the Department and the Consultant.

Charges will be made to the specific project for which the services are performed. During the course of this contract, work will be solicited only as the need arises. For any given project, VDOT will provide the project scope and request a detailed scope of work and schedule of compensation to be submitted by the consultant for review and approval before work can begin. It is anticipated that this contract will involve numerous projects, but VDOT cannot predict nor guarantee the timing, complexity, or number of projects assigned. The Department reserves the right to modify or eliminate in whole or in part, any of the requested services.

As applicable, work is to be accomplished utilizing computerized design and drafting systems compatible with the Department's automated design and drafting systems. This project will be developed utilizing the Department's policies and procedures and FHWA's guidelines. This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Department to do so.

Firms interested in being considered must reply in one original and three copies and include the following information for the prime and (if applicable) ALL sub-consultants: current GSA Forms 254 and 255, a copy of the firm's personnel structure, and information on all professional-level personnel who would be assigned to the project. Information must also be furnished indicating the firm's qualifications, past experience, capability of performing the required services, and the ability to complete the work within the required time frame and budget. Each firm in the selected team **MUST** have a current overhead rate established in accordance with the Federal Acquisition Regulations (FAR) and must have current Title VI certification from VDOT.

Responding firms also may download the Request for Proposals (RFP) from the VDOT Internet site: <http://virginiadot.org/business/rfps.asp>. For persons with a hearing impairment, this number can be reached via the Virginia Relay Center (1-800-828-1120).

All contact for information should be directed to **Mark Wittkofski** of the Environmental Division at (804) 371-6867 or Mark.Wittkofski@VDOT.virginia.gov.

Submissions must be received no later than 4:00 (EST), Wednesday May 3, 2006.

EXPRESSION OF INTEREST

1. The Expression of Interest shall be organized in the following order:
 - Transmittal letter
 - Table of Contents
 - Response to RFP Expression of Interest Items 2-14
 - Present Workload with Department sheet
 - Team Organization Chart
 - GSA Form 255 – one combined for the project team
 - GSA Forms 254 – one for each firm
 - Firm Data Sheet
 - Certification Regarding Debarment sheets
 - Sample Environmental Assessment (either include with Expression or as a separate document)
2. Furnish four copies (one original signed and three copies) of current GSA Forms 254 for each firm involved and four copies (one original signed and three copies) of one combined GSA Form 255 for the project team. The GSA Form 255 must specify the number of personnel by discipline for each office where the work is to be performed. In Section 4 of GSA Form 255, list only the full time employees assigned to the office(s) at the time of this submission. Section 8 of GSA Form 255 is limited to one page with not more than 10 projects total (prime and subconsultants combined) on the one page and should primarily list experience of offices where the work will be performed and of the people shown in the organizational chart. If the experience shown is for a branch office other than where the work will be performed, it should be clearly indicated as such. More detailed descriptions for Section 8b may be expanded into Section 10. In Section 9 of GSA Form 255, references to “Federal agencies” are to be replaced by “Virginia Department of Transportation or other state transportation agencies.”
3. If more than one firm will participate in the contract, state the type of arrangement between the firms, the names and addresses of all firms, description of the work that each firm will perform, and the percentage of work to be performed by each in Section 5 and 6 of GSA Form 255. A one-page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.
4. In Section 7 of GSA Form 255, indicate KEY PERSONNEL ONLY who will be assigned to this project and give the experience record of each. Key personnel are defined as those to whom the project will be assigned and who will be performing the actual services. The project manager shall have a minimum of five years experience in managing similar type and size projects. In Section 7c, indicate the location of the office where the person is currently working if different from where work is to be performed. In Section 7c, part-time personnel, personnel not employed on the date of the form, or personnel used on an “as needed basis” must have their status clearly indicated. Section 7g may be expanded to provide a total of a one-page resume per individual.
5. Section 10 of GSA Form 255 is limited to a maximum of 10 pages. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It also should include statements that are responsive to the attached criteria that will be used to evaluate your submission. This is the ONLY section of the submission that may include pictures or graphics (included in the 10-page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.

6. The Virginia Department of Transportation is committed to fostering the utilization of Disadvantaged Business Enterprises (DBEs) in all its procurement activities. Accordingly, offerors shall make good-faith efforts to ensure that DBEs have the maximum practicable opportunity to compete for subcontract work in connection with this contract. For this contract, the Department has not established a numerical DBE participation goal.

While the Department has established no numerical DBE participation goal for this contract, the offeror is encouraged to faithfully consider DBEs for all subcontracting opportunities pursuant to the Department's policy.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting to participate in VDOT contracts. These data must be provided on the enclosed Firm Data Sheet.

If DBE is not certified, the DBE must become certified (with Virginia Department of Minority Business Enterprise) prior to your response being submitted. If the DBE is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE subcontractors. DBE prime consultants are encouraged to make the same outreach efforts as other consultants. DBE credit will be awarded only for work actually being performed by DBE themselves. When a DBE prime consultant or subconsultant subcontracts work to another firm, the work will count toward DBE goals only if the other firm is itself, a DBE. A DBE must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

DBE certification entitles consultants to participate in VDOT's DBE program. However, this certification does not guarantee that the firm will obtain VDOT work nor does it attest to the firm's abilities to perform any particular work.

7. If any firms involved with this submission currently have work with the Department, indicate the projects, the division managing the projects, the amount of outstanding fee remaining, and the estimated date of completion. For limited services term contracts, include the amount of the total contract. Also, include your estimated fees for pending supplemental agreements and any projects for which the firms have been selected but have not executed an agreement. Work of affiliated and/or subsidiary companies is to be included. The outstanding workload of any Virginia Department of Minority Business Enterprise DBE prime or subconsultant is not to be included. When DBE firms graduate from the program, their workload incurred while a DBE will be exempted for the next three years. Any workload obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only Category B work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with VDOT form. Please carefully read the instructions on the Present Workload with the Department form.
8. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity

controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc., as to cause a public perception that the two firms are one entity. Firms owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving, are not considered to be affiliates.

9. In one page or less, provide information that will indicate your firm's ability to meet workload and short schedules for multiple and overlapping schedules for projects assigned under this agreement.
10. In five pages or less (total), please emphasize your qualifications in the following areas:
 - Experience in preparing NEPA documents, with an emphasis on transportation projects
 - Experience in application of Section 4(f)
 - Experience with the Section 106 Process
 - Experience in wetlands and water quality permitting and compensatory mitigation
 - Preparation of air and noise impact analysis and abatement
 - Performance of traffic analyses and transportation planning
 - Preparation of preliminary engineering studies
11. A project approach discussion is neither required nor desired for this project. To demonstrate NEPA experience, the prime consultant must provide four (4) copies of an Environmental Assessment that best exemplifies the type of work that might be requested by this agency. Appendices or supporting technical reports that may be associated with the Environmental Assessment **should not** be submitted.
12. In addition to the page restrictions listed above, a maximum of 2 additional pages may be included in the Expression of Interest. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 10 point.
13. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultants, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
 - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
 - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
 - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgement rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

14. If the prime consultant or subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with the Virginia Procurement Act and State procedures once a contract is executed, with no opportunity for DBE credit in the selection of the most qualified firm or team.

ADMINISTRATIVE:

1. The following services marked with an X will NOT be required:

Surveying <u>X</u>	Specifications <u>X</u>
Bridge and Structure Plans <u>X</u>	Materials Analysis <u>X</u>
Permit Drawings ____	Environmental ____
Hydraulic and Hydrologic Analysis <u>X</u>	Road Plans ____
Traffic Data <u>X</u>	Traffic Analysis ____
Signs and Signals Plans <u>X</u>	Lighting Plans <u>X</u>
Scour Analysis <u>X</u>	Geotechnical Borings and Analysis <u>X</u>
Utility Plans <u>X</u>	Landscape Plans <u>X</u>

2. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorship must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (<http://www.state.va.us/dpor>). Board regulations require that all professional corporations and business entities that have branch offices located in Virginia which offer or render any professional services relating to the professions regulated by the Board be registered with the Board. Registration involves completing the required application and submitting the required registration fee for each and every branch office location in the Commonwealth. All branch offices that offer or render any professional service must have at least one full-time resident professional responsible in charge, who is licensed in the profession offered or rendered at each branch. All firms involved that are to provide professional services must meet this criteria prior to a contract being executed by the Department.
3. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
4. The method of payment will be actual costs for each project assignment based on **fixed billable**

rates. For purpose of determining the fixed billable rates, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.

5. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data to the Department within 10 workdays of being notified of their selection. Should any firm on the consultant team fail to submit the required audit data within the 10 work days, negotiations will be terminated by the Department and the next most qualified team invited to submit a proposal.
6. Submittals shall be prepared simply and economically, providing a straight forward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity to content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are not required or desired. Please do not duplicate information furnished in the GSA Form 254 or 255 elsewhere in the submittal. All information must be submitted in QUADRIPLICATE (one original and three copies) and received no later than 4:00 p.m. on Wednesday, May 3, 2006. Responses received after this time will not be considered.

US Postal Service regular mail, send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1401 E. Broad Street
Richmond, Virginia 23219

or

Hand delivery, USPS express mail, or private delivery service (FEDEX, UPS, etc.), send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1st Floor Reception Desk
1201 E. Broad Street
Richmond, Virginia 23219

7. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms with fifteen (15) or more employees and/or one or multiple contracts with the Department in excess of \$10,000.
8. The Department does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination

in employment.

9. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than 10 days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
10. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.>) streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All offerors must register in eVA; failure to register will result in the expression of interest being rejected.
 - a. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Basic Vendor includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding.
 - b. eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Premium Vendor includes all benefits of the eVA Basic Vendor plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data as they become available.

PRESENT WORKLOAD WITH DEPARTMENT

(List Amount of Each With VDOT by Division)

[illegible]

* Projects include contracts under negotiation. For limited services term contracts, include the amount of the total contract.

Please list all VDOT projects followed by their Category letter. Only those projects in Category B are to be totaled and counted on this selection.

Category A: Term Surveying and Utility Designation/Location Contracts.

Category B: Preliminary Engineering Contracts - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.

Category C: Construction Engineering Contracts - includes construction inspection, preparation of final estimates, and bridge and traffic structure safety inspection.

Category D: Operation and Maintenance Contracts - includes operation and maintenance of traffic management systems.

** Amount of contract includes contingency and non-salary direct cost and all executed supplemental agreements.

*** Excluding Subconsultants

For any work that has been exempted by VDOT, you must include a copy of the exemption letter with this submittal.

Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included

† The outstanding workload of any certified DBE prime and subconsultant is not to be included. When DBE firms graduate from the program, their workload incurred while a DBE will be exempted for the next three years. Any work obtained after graduating from the program will be counted.

FIRM DATA SHEET

Funding: _F_ (S=State F=Federal)

Project No.: Statewide Environmental Document Services
Division: Environmental

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data will result in the Expression of Interest not being considered.

Firm's Name and Address	Firm's DBE Status *	Firm's Age	Firm's Annual Gross Receipts

* Y = DBE Firm Certified by DMBE
N = DBE Firm Not Certified by DMBE

NA = Firm Not Claiming DBE Status

CERTIFICATION REGARDING DEBARMENT

PRIMARY COVERED TRANSACTIONS

Project: Statewide Environmental Document Services

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

CERTIFICATION REGARDING DEBARMENT

LOWER TIER COVERED TRANSACTIONS

Project: Statewide Environmental Document Services

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

DIVISION:
CONSULTANT SHORT LIST SCORE SHEET – FEDERALLY FUNDED PROJECT
(FOR PROFESSIONAL SERVICES)

EOI NO.: _____

PROJECT: _____ FIRM: _____

DESCRIPTION: _____ SUBS: _____

DATE: _____

		NUMERICAL VALUE	CGC	JRC	JMW	AVG.	WEIGHT	WEIGHTED EVALUATION
EXPERIENCE IN TYPE OF WORK (1= least experienced) (10=most experienced)	Experience in preparing NEPA documents with an emphasis on transportation projects	1-10					25%	
	Experience in application of Section 4(f)	1-10					10%	
	Experience with Section 106 Process	1-10					5%	
	Experience in wetlands and water quality permitting and compensatory mitigation	1-10					5%	
	Preparation of air and noise impact analysis and abatement	1-10					5%	
	Performance of traffic analyses and transportation planning	1-10					5%	
	Preparation of preliminary engineering studies	1-10					5%	
COMMUNICATION/ COORDINATION	Qualifications of Project Manager and staff resources	1-10					20%	
	Experience with public involvement and regulatory agency coordination	1-10					10%	
PRESENT WORKLOAD WITH DEPARTMENT ** (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included.)† (Only Category _B_ workload is counted on this selection*)	Above \$8,000,000	0					10%	
	7,000,001-8,000,000	1						
	6,000,001-7,000,000	2						
	5,000,001-6,000,000	3						
	4,000,001-5,000,000	4						
	3,000,001-4,000,000	5						
	2,000,001-3,000,000	6						
	1,500,001-2,000,000	7						
	1,000,001-1,500,000	8						
	500,001-1,000,000	9						
	0-500,000	10						
							TOTAL	

*CATEGORIES OF WORKLOAD:

A - TERM SURVEYING AND UTILITY DESIGNATION/LOCATION CONTRACTS

B - PRELIMINARY ENGINEERING CONTRACTS - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.

C - CONSTRUCTION ENGINEERING CONTRACTS - includes construction inspection, preparation of final estimates, and bridge and traffic structure safety inspection.

D - OPERATION AND MAINTENANCE CONTRACTS - includes operation and maintenance of traffic management systems.

**When determining total Present Workload with Department, the outstanding workload of each DBE subconsultant will not be counted.

† The outstanding workload of any certified DBE prime and subconsultant is not to be included. When DBE firms graduate from the program, their workload incurred while a DBE will be exempted for the next three years. Any work obtained after graduating from the program will be counted.

In determining the final short list, the top ranked firms and their subconsultants will have their VDOT Consultant Performance Reports reviewed and/or references checked.

CONSULTANT SELECTION EVALUATION

Consultant firms will be evaluated using some or all of the following factors. The factors are in no particular order of importance and some only apply to the final selection. Discussion of some of these factors will be included in the narrative evaluation of the consultant(s) and used to justify the final selection:

1. Qualification/experience of the prime consultant. Does the prime consultant have recent experience in similar type and size projects?
2. Qualifications/experience of subconsultants. Do they have recent experience in similar type and size projects and/or are they a recognized specialist?
3. Depending on the nature of the project, the geographical location of consultant's work location(s) with respect to project site.
4. Responses to questions asked during the presentation. (Consideration should be given to the fact that the number of personnel representing the consultant(s) at a presentation is limited and they may not be able to answer every question asked of them. However, the consultant(s) may have a very capable staff that, if present, could answer the question.)
5. The consultant(s) have definite policies and procedures to be used in development of documents, reports, studies, etc.
6. The consultant(s) have sufficient staff for proposed and current workload.
7. The consultant(s) identified specific personnel in charge and key individuals and their qualifications/experience.
8. The consultant identified relationships and processes in working with subconsultants to meet schedules.
9. The consultant has worked with the proposed subconsultant(s) before.
10. The consultant's expected use of any innovative or alternate approaches.
11. The assigned project manager has worked on similar type and size projects and has experience in all facets of the proposed work.
12. The consultant(s) have good working knowledge of VDOT policies and procedures, standard design specifications, and applicable federal, state and local laws and regulations.
13. How does the staff size compare with workload and schedules?
14. Were the consultant(s) committed to meet the budget and schedule and did they have internal policies and procedures to do this?
15. Do the consultant(s) have special strengths or weaknesses that may affect performance?
16. The consultant(s) understanding of the studies requirements.
17. The consultant(s) past record of performance.
18. The consultant(s) sensitivity to community involvement.

In evaluating consultant(s), major emphasis should not be put on the showiness of the Expression-of-Interest or presentation. All information submitted in the Expression of Interest must be taken into consideration. All relevant experience must be considered, not just previous VDOT experience.